

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 2214983

DHR		II. GEORGIA DEPARTMENT OF HUMAN RESOURCES		--- ARCHIVES AND HISTORY	
Application Date August 7, 1980		Division of Physical Health Crippled Children's Section SSI Disabled Children's Program Room 13-H - 47 Trinity Avenue, S.W. Atlanta, Georgia 30334		Application Number 80-327-	
Application Number DHR 80-21				Date Received AUG 12 1980	Date Completed SEP 10 1980
Person to Contact Chris Robertson or Edward M. Crockett, Program Manager - Children's Program		Working Title SSI Disabled		Telephone Number 656-4765	
I. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> void					
3. Dates of Series Earliest 1978 Latest to present		6. Records Series Title (followed by title & # in office, if different) Crippled Children Supplemental Security Income (SSI) Disabled Children's Program Files			
7. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Division of Physical Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates for births, marriages, divorces, annulments of marriages, and deaths that occur each year in the State. The Crippled Children's Section has the responsibility to provide, through a network of outpatient clinics, coordinated care and treatment to children who have chronic handicapping physical defects; and arrange follow-up services (with local public health nurses and other community agencies) for aftercare.					
7. Records & Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: processing applications for services through the Supplemental Security Income Disabled Children's Program. Included are: DHEW forms: SSA-3661 U2 (10-77) (Transmittal of Title XVI Referral to Designated State Agency) which shows designated State Agency, child's name, address, date of birth, Social Security number, responsible adult's name and address, remarks from appropriate sources, signature of examiner and date; form SSA-1994 (1-77) specifies confidentiality of records; reports of psychological and/or other testing of client; and form SSA-831 U5 (5-76) (Disability Determination and Transmittal) shows claimant's identification, signature of disability examiner; and related correspondence. The file is arranged : alphabetically by name of client.					
8. Monthly Reference Rate _____ How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ; upon notification of eligibility of each client; and upon transfer of papers of the client to appropriate county health					
9. Annual Rate of Accumulation of Records _____ (department) Letter-size drawers <u>2</u> ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? DHR Division of Vocational Rehabilitation - Disability Adjudication Section If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. records contain client names
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? DVR Disability Adjudication Section (record copy)
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>1</u> years |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

for reference

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Records Retention Schedule 73-495.

Reference copy
(retained by SSI Disabled Children's Program)

DHEW forms: SSA-3661 U2 - SSA-1994 - SSA-831 U5
(received from, and copy retained by DHR Vocational Rehabilitation)

When client/patient has been brought to care, place all papers for said client in the inactive file: cut off inactive file at end of each calendar year; hold 1 year; then destroy.

Upon notification of eligibility (by computer printout from Social Security Administration) of particular client, process as follows:

District Offices / County Health Departments

Original copy

Place copy in patient's medical folder; maintain in accordance with records retention/ disposition guidelines for County Health Department patient records.

Transfer all papers to appropriate County Health District; and notify VR Disability Adjudication Section of client eligibility. The VR copy is to be maintained in accordance with approved

Computer Printout
(received from Social Security Administration)

These instructions apply to all prior and future accumulations of the series:

When latest annual printout is received, destroy all previous copies of computer printouts.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Edward M. Crockett</i>	8/6/80	<i>Elizabeth W. Crank</i>	8/6/80
		Elizabeth W. Crank, CRM State Records Committee (Signature)	Date
State Auditor/Designee	<i>[Signature]</i>	<i>[Signature]</i>	9-8-80
Secretary of State/Designee	<i>[Signature]</i>	<i>Carolee Tart</i>	9-8-80
Attorney General/Designee	<i>[Signature]</i>	<i>[Signature]</i>	9-9-80

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)